



KING COUNTY
PROJECT/PROGRAM MANAGER III
CRIMINAL JUSTICE INITIATIVES EVALUATOR
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION
Annual Salary Range: \$59,165 – \$74,995
Job Announcement: 04VB4460
OPEN: 7/19/04 CLOSE: 7/30/04

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to Caridad Gavino, MHCADSD, Room 610, 821 Second Avenue, Seattle, WA 98104-1598. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED; e-mailed or faxed applications are NOT ACCEPTED). Contact Shelle Crosby at 206- 05-1317 or shelle.crosby@metrokc.gov for further inquiries. For a further description of the context within which this position functions, see the King County Mental Health Chemical Abuse and Dependency Services (MHCADSD) web site at www.metrokc.gov/dchs/mhd, 2003 Mental Health Plan. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A *[King County application and data form](#), *resume and *letter of interest that describes *in detail* your background and experience with respect to each essential job function and numbered qualification (#1-12) listed below. **Cover letters that do not address the items listed below may not be considered.** For a copy of the application form, visit the King County web site at <http://www.metrokc.gov/ohrm/jobs/>

WORK LOCATION: The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104

WORK SCHEDULE: This is a half-time benefited position. The normal workweek is Monday through Friday. This position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible.

POSITION SUMMARY:

The Criminal Justice Initiatives (CJI) evaluator is responsible for implementing the evaluation of the multiple projects that constitute the Criminal Justices Initiatives (CJI). The CJI projects focus on persons who have been incarcerated in either the King County Correctional Facility or the Regional Justice Center and who are also chemically dependent and/or have a mental disorder. The projects include co-occurring disorder outpatient services, methadone vouchers, housing vouchers, liaisons in the jails to assist with services on release, and services to assist persons in jail to get enrolled in Medicaid and screened for outpatient and/or residential chemical dependency treatment on release.

ESSENTIAL JOB FUNCTIONS:

- Implement the project scope of work, including the evaluation design and the statistical analysis approach
- Adapt the evaluation design, data collection instruments, and analytic approach as necessary to accommodate program or context changes
- Work collaboratively with criminal justice programs, the courts, and human service providers, particularly mental health and chemical dependency treatment providers in order to carry out the evaluation
- Manage data, including data collection, entry, tracking, cleaning, and working with the providers to ensure timely data submission
- Incorporate data from other systems, for example, the King County Department of Adult and Juvenile Detention and the King County Mental Health, Chemical Abuse and Dependency Services Division, into the evaluation design, where appropriate, in order to strengthen the design and minimize the data collection burden on the CJI participants
- Analyze and interpret data using statistical methods and data manipulation tools
- Prepare and present reports and briefings; summarize results and interpretations of findings; and make recommendations related to the scope of the evaluation
- Supervise the work of two temporary research assistants
- Respond to other data requests as assigned

QUALIFICATIONS

1. At least 5 years experience conducting social services research and/or social services program evaluation
2. A master's degree with course work in research methods and statistics
3. At least 2 years experience working with mental health and/or chemical dependency treatment providers
4. Experience working with legal/judicial systems
5. Experience working with groups that consist of stakeholders who may have markedly different perspectives about a given topic
6. Strong oral and written communication skills, including experience making formal presentations to diverse audiences
7. Ability to manage multiple tasks simultaneously
8. Experience with statistical analysis software such as Excel or SPSS
9. Working knowledge of Word for Windows and E-mail

The most competitive candidates will also have the following desired qualifications:

10. Experience working with King County mental health and/or chemical dependency treatment providers
11. Experience working with the King County legal/judicial system
12. A doctorate in a field compatible with social and health care services

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.